Organizational Structure and Responsibility

100.1 PURPOSE AND SCOPE

The organizational structure of the Office is designed to create an efficient means to accomplish its mission and goals and to provide for the best possible service to the public.

100.2 DIVISIONAL RESPONSIBILITY

The Chief Deputy of Corrections is responsible for administering and managing the Corrections Bureau. There are three Divisions in the Bureau:

- Corrections Administration/reception staff.
- Corrections Operations
- Corrections Support Services

100.2.1 CORRECTIONS ADMINISTRATION DIVISION

The Corrections Administration Division is commanded by the Support Services Captain, whose primary responsibility is to provide general management direction and control for the Administration Division.

100.2.2 CORRECTIONS OPERATIONS DIVISION

The Corrections Operations is commanded by the Corrections Operations Captain, whose primary responsibility is to provide general management direction and control for the correctional facility, custody operations court functions.

100.2.3 CORRECTIONS SUPPORT SERVICES DIVISION

The Corrections Support Services is commanded by the Corrections Support Services Captain, whose primary responsibility is to provide general management direction and control for such as Medical/Mental Health, Inmate programs, Classification and Food Service.

100.3 CHAIN OF COMMAND

The chain of command of the Corrections Bureau begins with the Chief Deputy of Corrections, to whom all employees of the Corrections Bureau are responsible. During planned absences the Chief Deputy may designate a Corrections Captain to serve as the acting Chief Deputy.

To maintain continuity, order, and effectiveness in the Corrections Bureau, a chain of command has been established and should be respected. All staff members should adhere to the chain of command in all official actions. However, nothing shall prohibit a staff member from initiating immediate action outside of the chain of command if it is necessitated by a complaint of an unlawful or conflicting order, discrimination, sexual harassment, gross malfeasance, or a violation of the law.

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100.3.1 SUCCESSION OF COMMAND

The Chief Deputy of Corrections exercises command over all personnel in the Corrections Bureau. During planned absences, the Chief Deputy will designate a Captain to serve as the acting Chief Deputy.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief Deputy of Correctionsis as follows:

(a) Chief Deputy of Corrections

(b) Corrections Captain

(c) Corrections Lieutenant

(d) Corrections Sergeant

(e) Corrections Deputy

100.4 RULES OF RESPONSIBILITY

The Thurston County Sheriff's Office and Corrections Bureau Administration will set forth clear directives and expectations in the Sheriff's Office Policy Manual and the Corrections Bureau Policy and Procedures Manual, post orders, directives, memorandums, etc., indicating how members will conduct themselves on and off duty. Members will be responsible for being familiar with these expectations and understand that failure to comply with the rules and regulations may result in progressive discipline being administered.

100.5 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Office. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., Options, FTO or Court), any supervisor may temporarily direct any subordinate if an operational necessity exists.

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